# Biennial Program Report

**Institution**_____

**Date report is submitted**          _____

**Date of Last Site Visit**          _____

**Program documented in this report:**

    **Name of program**_____

    **Credential awarded**_____

    **Is this program offered at more than one site?**          **Yes**          **No**

        If yes, list sites at which the program is offered:_____

                                        _____

                                        _____

**Name of Preparer**_____

**Phone #**_____          **Email**_____

# DIRECTIONS

**Expectation:**
Accreditation examines the extent to which institutions meet state adopted standards of quality and effectiveness.  It is expected that institutions are annually, collect and reviewing information and data on the performance of their candidates at various points – for instance, while enrolled in teacher preparation programs, just prior to completion, and once employed in the field.  It is also expected that institutions and programs regularly review and analyze the data collected and use this information to make improvements and adjustments to their programs.

To that end, the program report form includes the following sections:

Note, this report does not need to be a narrative report.  Please use charts, table or lists as appropriate.


**I.  Contextual Information** – General information to help reviewers understand the program and the context under which it operates or what has changed significantly since you last submitted a document.                                                                                1 page maximum


**II. Candidate Assessment/Performance Information** – Program submits information on how candidate performance is assessed and an aggregated summary of the data related to these assessments, e.g. TPA, RICA, subject matter competency, portfolios, or observations.


**III. Analysis of Candidate Assessment Data** – Each program provides an analysis of the information provided in Section II.  What strengths and deficiencies (three to five) have been identified through the analysis of the data?                                3 page maximum


**IV. Use of Assessment Results to Improve Candidate and Program Performance** – Program must indicate how faculty uses the data from assessments to improve candidate performance and the program.  If modifications are being made to the program, as the modification is described, please indicate the data that support the modification and the appropriate Program and/or Common Standard(s).                                                                2 page maximum

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**V.  Submit ONLY one for all programs offered by an institution or program sponsor:**

**Institutional Summary and Plan of Action –** Institutions must indicate trends observed across the unit or groups of programs.  Institutions should identify areas of strength or concern. Identification of next steps is encouraged. **Submit one per institution.**    3 page maximum

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**VI. Feedback (optional)**

**Institutional feedback on the data gathering, analysis, and biennial report process:**

# SECTION I—Contextual Information

General information to help reviewers understand the program and the context under which it operates or what has changed significantly since you last submitted a document.  When possible, please include tables or charts.                                          1 page maximum


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## SECTION II— Candidate Assessment/Performance Information

Program submits information on how candidate performance is assessed and an aggregated summary of the data related to these assessments, e.g. TPA, RICA, subject matter competency, portfolios, or observations.

**a) What are the primary assessment(s) the program uses to collect data on candidate performance?** Please identify specific tool(s) used to assess the candidates. Describe the type of data collected and the data collection process. Please include descriptive statistics such as the range, median, mean, % passed, when appropriate.

**b) What additional information is collected and analyzed?**

## SECTION III—Analysis of Candidate Assessment Data

Each program provides an analysis of the information provided in Section II.  What strengths and deficiencies (three to five) have been identified through the analysis of the data?

<div align="right">3 page maximum</div>

**a) What does the analysis of the data demonstrate about candidate competence?**

## SECTION IV—Use of Assessment Results to Improve
## Candidate and Program Performance

Program must indicate how faculty uses the data from assessments to improve candidate performance and the program.  If modifications are being made to the program, as the modification is described, please indicate the data that support the modification and the appropriate Program and/or Common Standard(s).                    2 page maximum

| Data Source | Plan of Action | Standard(s) |
|---|---|---|

## SECTION V—Institutional Summary and Plan of Action

Institution or program sponsor indicates trends observed across the unit or groups of programs. Institution should identify areas of strength or concern.  Identification of next steps is encouraged. **Submit one per institution.** 3 page maximum